Chapter 6

Other Journal Processing Features

Chapter Overview

This chapter features many additional journal entry features that help automate and control the generation and posting of journal entries.

Chapter Objectives

By the end of this chapter, you will be able to:

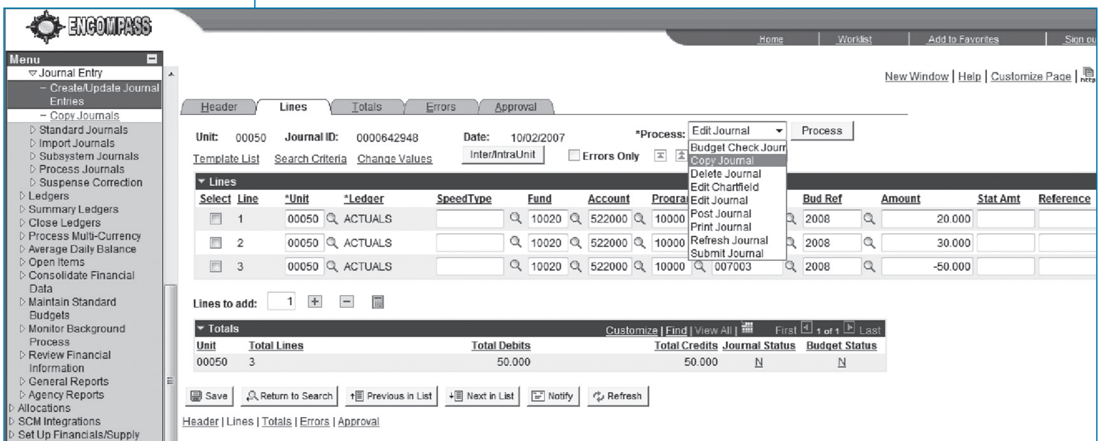
- Copy a journal to reduce data entry.
- Automatically reverse an accrual entry in a future period.
- Use Cross Product Drill Down to analyze financial information.
- Spreadsheet Journal Upload
- Running a Public Query

Copying Journal Entries via Journal Entry Page

To use an existing journal entry as the basis for a new journal entry, to avoid having to retype the same information, use the copy journal feature to make a copy of an existing journal.

Guided Activity

1. Select General Ledger.
2. Select Journals.
3. Select Journal Entry.
4. Select Create Journal Entry.
5. Select Business Unit of 00050
6. Press Search.
7. Select Any Journal.



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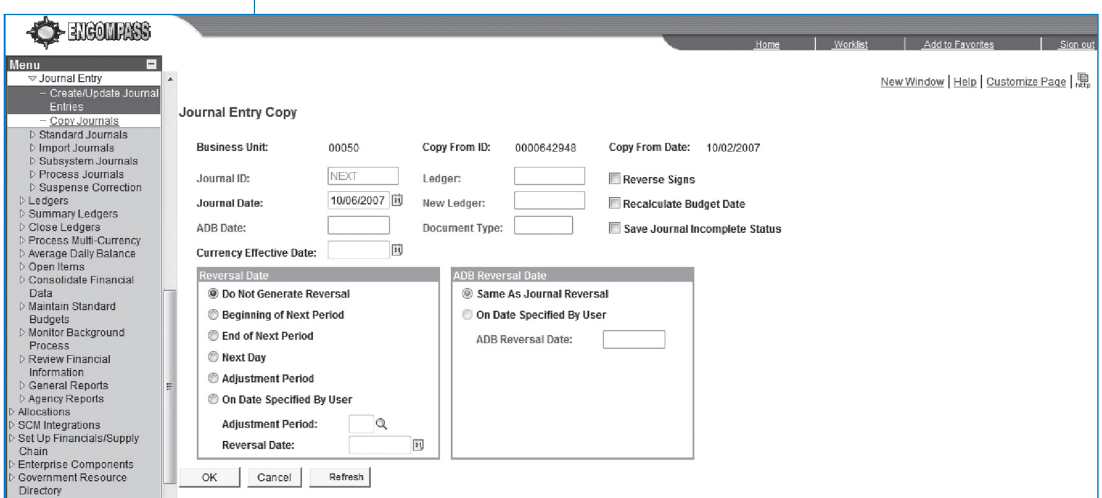
To initiate the copy process, click the OK button. Once the copy is complete, the new journal is marked with a status of No Status - Edit Required.



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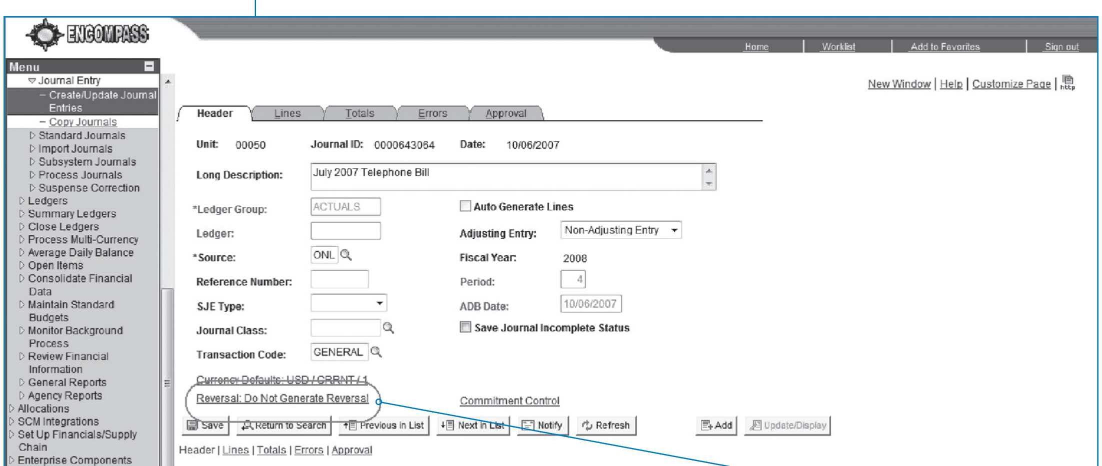
Creating Reversal Journals

To automatically reverse an accrual entry, determine the date that the entry will be reversed on by clicking the Reversal link on the Journal Entry Header page.

Guided Activity

1. Select General Ledger.
2. Select Journals.
3. Select Journal Entry.
4. Select Create Journal Entry.
5. Select Business Unit of 00050.
6. Press Search.
7. Select Any non-posted Journal.



Reversal Link

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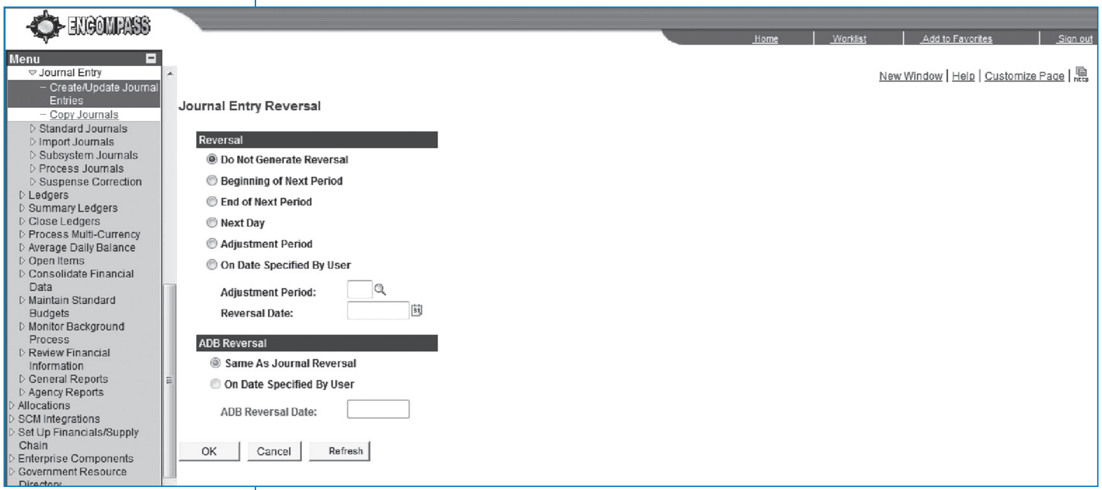
8. Click the Reversal Link.



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When the original entry is posted, the reversing entry is automatically created with a journal date specified by the user and based on one of these options:

Do Not Generate Reversal	Assumes no automatic reversal of this entry.
Beginning of Next Period	The journal date of the reversing entry will be the first date of the next accounting period.
End of Next Period	The journal date of the reversing journal will be the last date of the next accounting period.
Next Day	This option creates a reversing entry dated the next business day. It uses the Holiday List ID that you assigned to the business unit on the General Ledger Definition - Definition page to determine the next business day. If the business unit is not assigned a Holiday List ID, the reversing entry will be dated the next day.
Adjustment Period	Creates a reversing entry to the adjustment period selected. Click in the drop-down list box next to Adjustment Period to display a list of valid adjustment periods (as defined on the Detail Calendar). When selecting this option, the Reversal Date also needs to be entered. The Reversal Date is used to populate the journal date and fiscal year of the reversing entry. If a non-working day is entered and there is a Holiday List ID assigned to the Business Unit, an error message is displayed. The system will not reset the reversal date, and a date that is a working day must be re-entered.
On Date Specified by User	By selecting this option and pressing the TAB key, a field is displayed where any date contained in the calendar of the target (posting) ledger may be entered.

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Reversals are marked valid and ready to post when created, so they do not need editing. If the reversal journal meets the criteria on the Journal Posting Request, it will be posted in the same posting run it was created. A reversal journal cannot be modified.

Using Statistics

There are certain types of non-monetary information that need to be maintained in PeopleSoft General Ledger to facilitate financial analysis and reporting, or to form the basis for allocating various types of expenses. For instance, it is possible to track:

- The number of labor hours per program
- The number of citizens per region
- The number of workstations per department
- The amount of floor space per agency or department
- Cost to process a DMV License
- Cost to man the entry gate at DNR Park
- Costs to pave a mile a road

The technique to account for statistical data in PeopleSoft General Ledger is the use of Statistical Accounts. This will be discussed in detail later in this chapter.

Automatic Conversion:

Automatic conversion is a key feature of PeopleSoft's statistical accounting, enabling the ability to enter resource amounts in whatever unit is readily available or convenient at the time, and have the system adjust those units to the required standard. Automatic conversion simplifies data entry, helps standardize units of measure, and reduces the potential for error when calculating or converting transaction amounts.

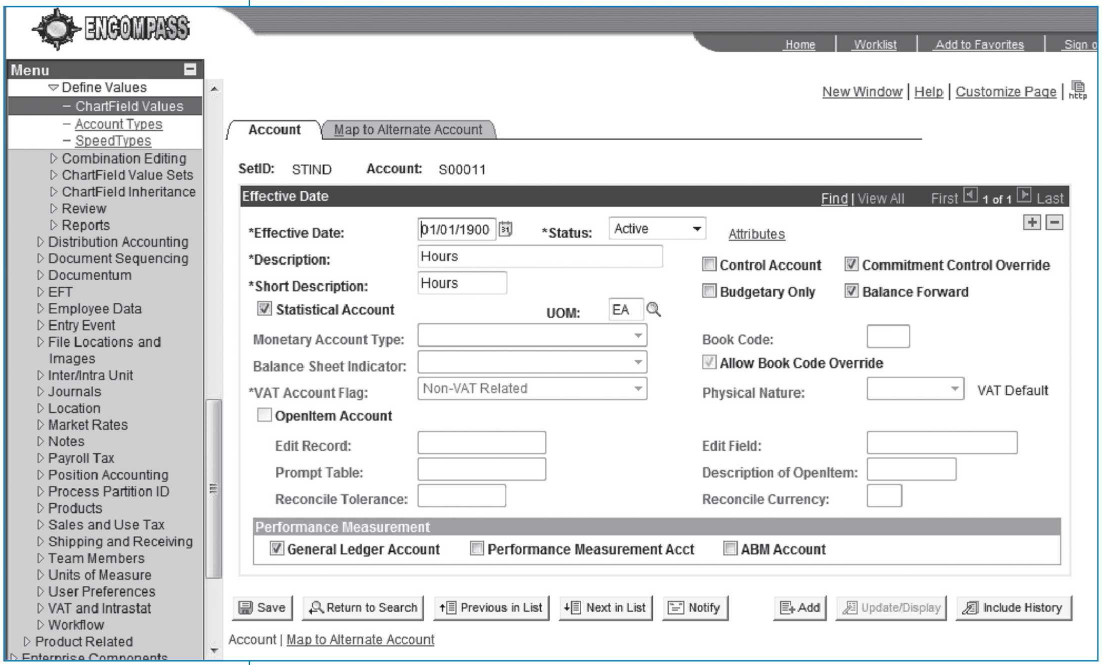
Statistical Accounts

The first technique of recording statistics in PeopleSoft General Ledger is through the use of Statistical Accounts.

Please note that State of Indiana Agencies cannot create Statistical Accounts independently, these must be requested and approved by the by Financial Policy Group.

Navigation

Select Setup Financials Supply Chain >> Select Common Definitions >> Select Design ChartFields >> Select Define Values >> Select ChartField Values



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Statistical accounts are different from other accounts in two important ways:

- Accounts defined as Statistical cannot be defined as Monetary.
- Statistical accounts must have an associated Unit of Measure.

Journal Editing of Statistics

When editing journals, PeopleSoft General Ledger verifies several statistic specific conditions in addition to the standard journal edits. An error status will be assigned to a journal entry where the following conditions exist:

- A statistics code on a journal line where the statistics amount is equal to zero.
- A statistics account on a journal line where the statistics amount is equal to zero.

Guided Activity

This journal updates the following ledger rows during posting:

Fund	Account	DeptID	Program	Currency Code	Amount
10020	510100	007001	10000	USD	50,000
10020	S00011	007001	10000		15,000
10020	201000	007001	10000	USD	-50,000

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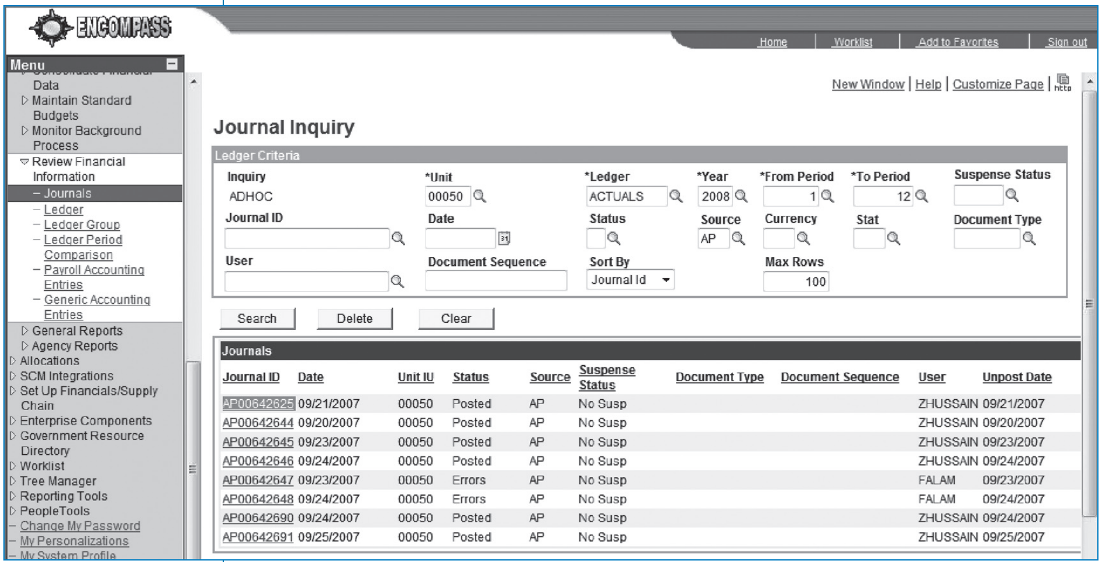
Cross-Product Drilldown

Careful financial analysis often requires the identification of the source of accounting transactions. Using cross-product drilldown across product lines, it is possible to drilldown from account balances in PeopleSoft General Ledger to specific transactions in other PeopleSoft Financials products. This feature provides quick and easy access to detailed supporting information.

From the General Ledger Inquiry pages, a drilldown can be performed to Ledger Activity or Journal Line Detail. From there, the system opens a new window and displays the originating accounting entry in the associated PeopleSoft application, such as Accounts Payable. From the accounting entry a drilldown can be performed into supporting detail within Accounts Payable or to detail in another PeopleSoft application.

Guided Activity

1. Select General Ledger.
2. Select Review Financial Information.
3. Select Journals.
4. Press Search.
5. Select Business Unit: 00050.
6. Select Year: 2008
7. From Period 1, To Period 2.
8. Source AP
9. Press Search.
10. Select Journal AP00642625.
11. Drill on Line 4.



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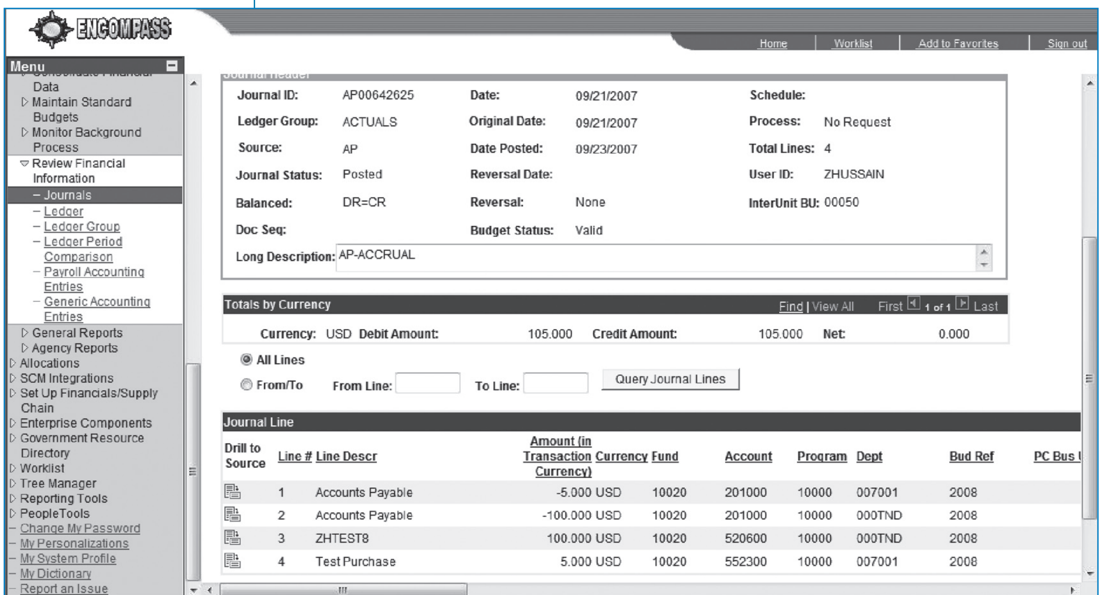
Journal Inquiry Details Page



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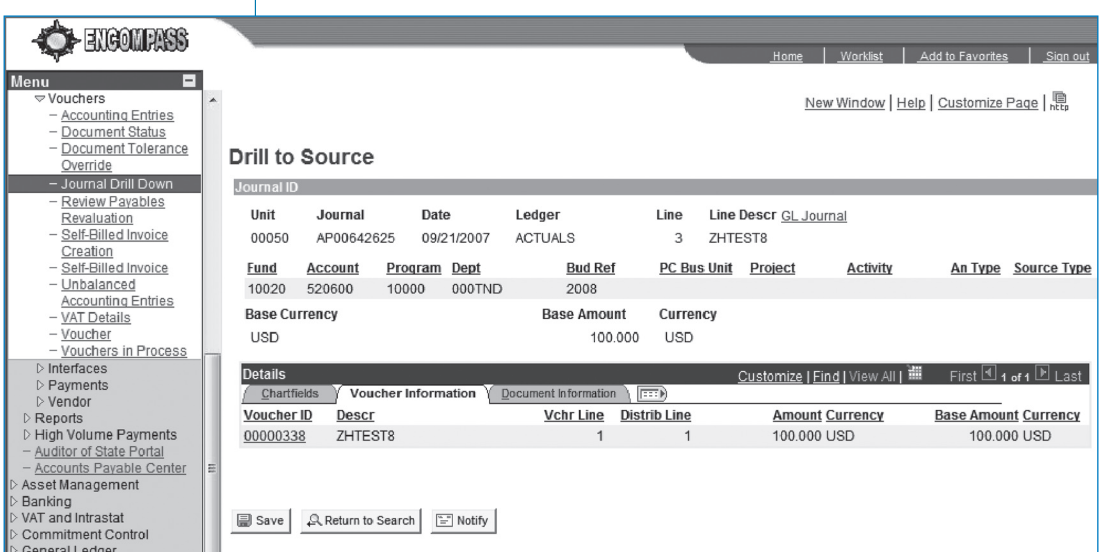
Drill to Source Page



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6.10

Preparing Your Workstation for Journal Upload

Spreadsheet Journal Entry requires three files in the same directory. The path or location for these files is specified within the Configuration Manager's Profile tab under PS/nVision- Customization Macros. These files are:

- GLLOG.xlt (message log template)
- JRNLMCRO.xla (compiled macro sheet)
- JRNL1.xls Journal Workbook (this is the delivered PeopleSoft sample file)

The directory where these files reside can be changed, if necessary. It is also important that the files stay together in the same groupings specified above.

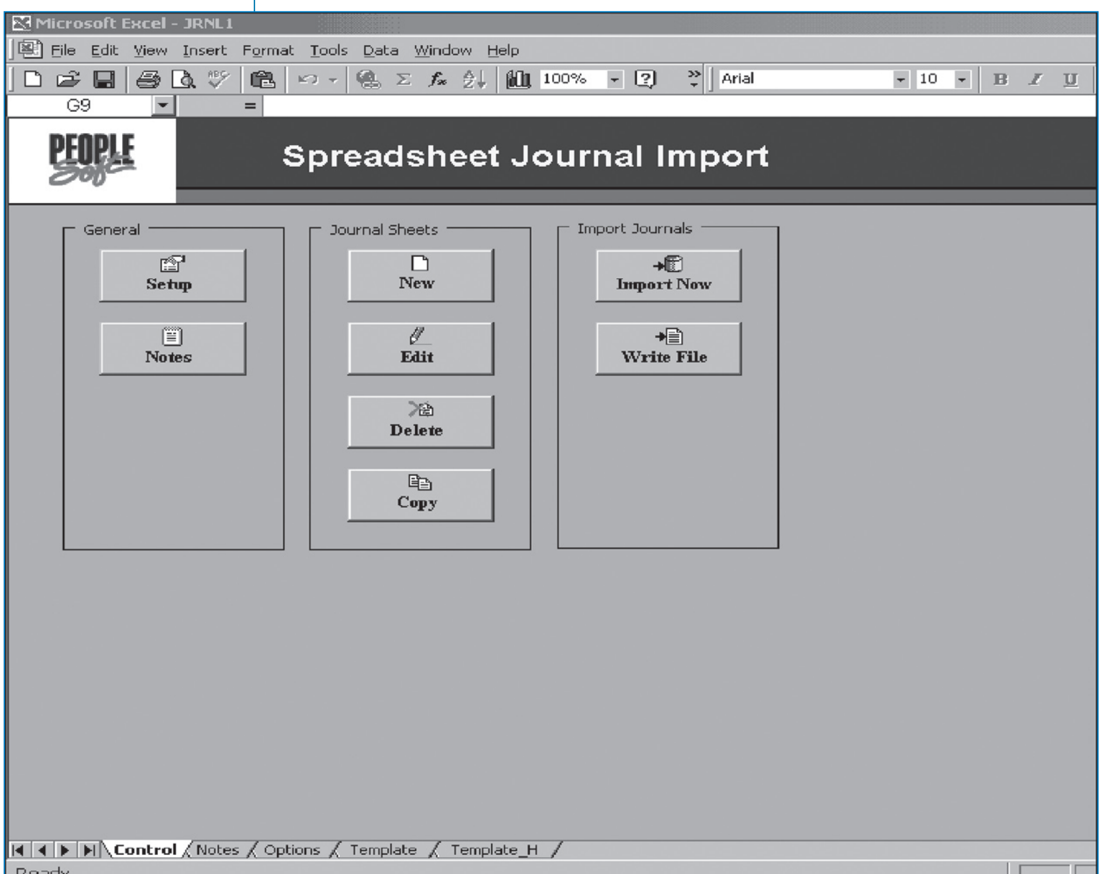
Journal Workbook Components

PeopleSoft delivers a sample workbook, JRNL1.xls, which consists of four worksheets (Control Worksheet, Notes Worksheet, Template, and Template_H) as well as a dialog sheet. Only the Control Worksheet and the Notes Worksheet will be utilized.

Guided Activity

1. Select Launch the Control Worksheet.

2. Select C:\ps88\Excel\JRNL1.xls.



GLSC 6.09 The Control Worksheet

Journal Sheet Options

New	Inserts a new journal sheet. As many journal sheets as needed may be inserted and a journal sheet can have as many journals as needed.
Edit	Selects a journal sheet from a list of the journal sheets in the workbook to edit.
Delete	Displays a dialog box allowing you to delete selected sheets from the workbook.
Copy	Copies selected journal worksheets to a new worksheet with a new name.

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Workbook Options

Setup	Click to set General Options. (Header Defaults, Import Options, Message Log Options and Language preferences for this workbook).
Notes	Opens the second worksheet in the workbook. This page can be used as scratch paper for performing calculations, etc.

GLST 6.04

Entering Journals

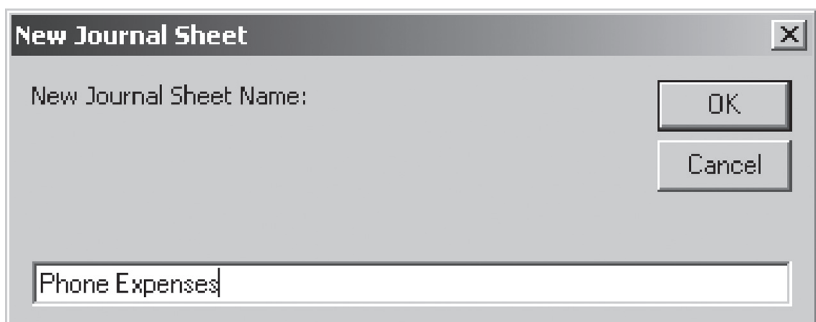
To enter a sheet of new journals, enter a Journal Sheet Name in the dialog box below:

Guided Activity

1. From Control Worksheet
2. Click 

3. Enter a Journal Sheet Name of Phone Expenses.
4. Click OK.

This creates a new journal sheet



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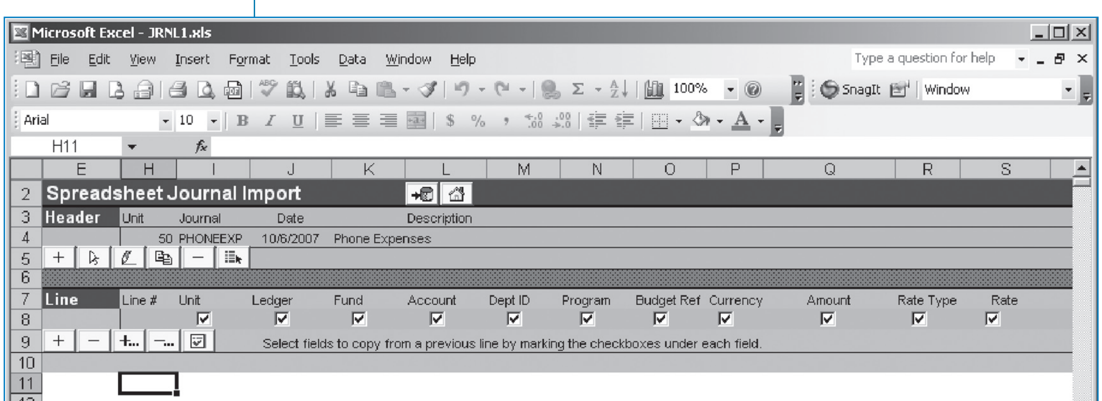

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Buttons and Shortcuts

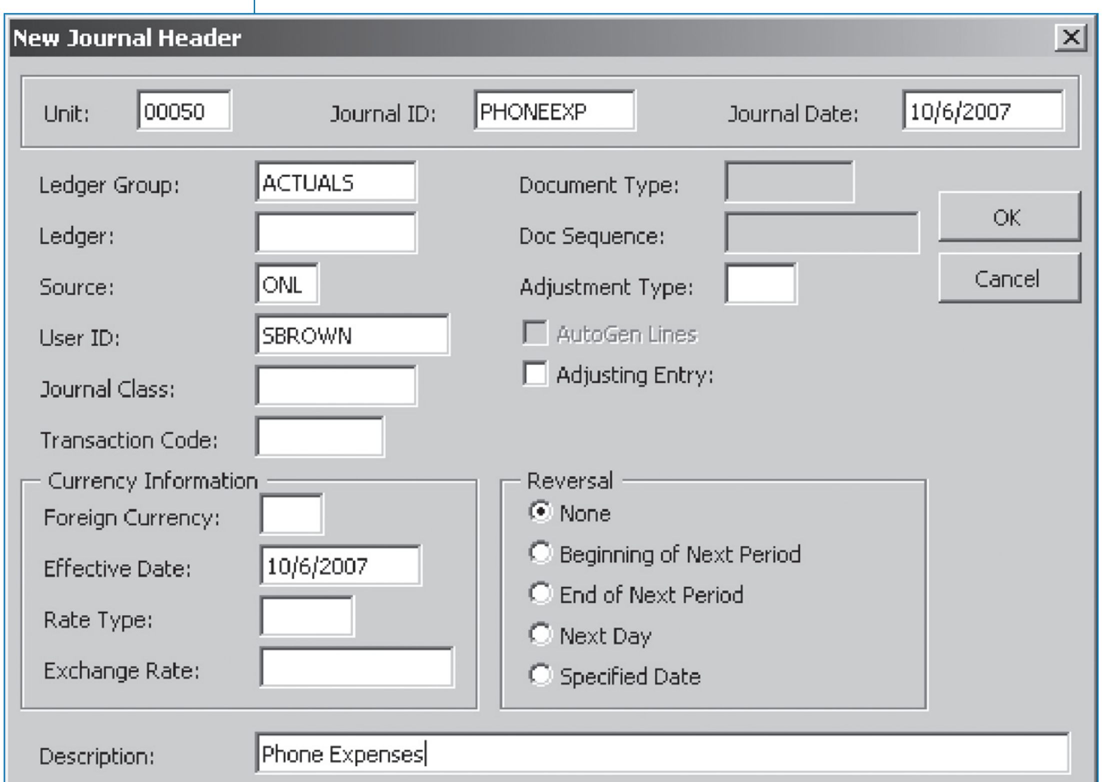
Button	Shortcut Key	Action
+ in Row 5	CTRL-H	Insert a Journal Header
 in Row 5	CTRL-J	Select a Journal Header
 in Row 5	CTRL-E	Edit a Journal Header
 in Row 5	CTRL-Y	Copy a Journal Header and Lines
− in Row 5	CTRL-T	Delete the Journal Entry
+ in Row 9	CTRL-L	Insert a Journal Line (for the current selected journal header.)
− in Row 9	CTRL-D	Delete a Journal Line (for the current selected journal header.)
+... −...		Add/Copy or Delete multiple rows/block

GLST 6.05

Creating a Header

Guided Activity

1. Click + in Row 5.
2. Fill in additional Header information.
3. Click OK Enter a Journal ID = PHONEEXP.
4. Enter a Description = Phone Expenses.
5. Enter a Journal Date of Toay's Date.
6. Click OK



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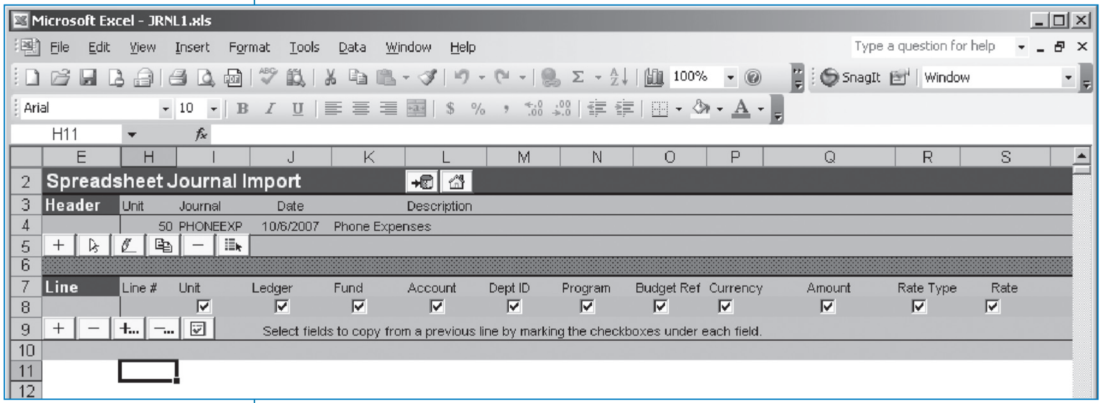
The journal header just created now displays in row 4 of the journal worksheet.

Issue Date: 10/30/2007

Entering Journal Lines

To enter a line for this journal header, click the + in Row 9 or use CTRL-L.

If no lines exist for the header, the system inserts Line 1 in the journal line area, as well as a blank spacer row. *Do not delete this blank row as it will be necessary during journal import.*



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Continue to fill in the journal line data. Use the Tab key or Arrow keys to advance to the next cell in the worksheet. Another way to enter data is to click in any cell that needs population. When data entry is complete for the line, click the + button or CTRL-L to insert the next line. The cursor is automatically repositioned in the first active cell of the new line—there is no need to scroll back to the left.

The check boxes under the journal line labels determine whether the contents of the previous line are copied to the next line. If the check box for a column is on, the system copies the contents to the next line; otherwise, the value for the next line is blank.

- To delete a line, position the cursor on that line and click the – button in row 9 or press CTRL-D.
- To select the displayed header, click the button or press CTRL-J and highlight the desired header. Choosing a new header will change the contents of the lines section of the worksheet.

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- Click [−...] to delete a block of lines and specify the range of line numbers to delete.
- Inserting a block of lines is especially useful to copy some journal lines from a different journal into the current journal. In the current journal, click the Insert Block button and enter the number of journal lines you want to insert. The system will insert the specified number of lines at the end of the current journal. Using the Microsoft Excel copy and paste features to copy the contents of other journal lines into these new lines is another alternative when copying data.

TIP

It is possible as many journals as wanted in a spreadsheet. Just remember that when inserting lines, the lines will only be inserted for the header that is displayed at the top of the sheet.

Create Journal Lines

Guided Activity

1 Insert journal lines with the following information. Click the [+] or [+...] button in the Worksheet on row 9.

Line	BU	Ledger	Fund	Account	DeptID	Program	CurrCD	Amount
1	00050	ACTUALS	1002 0	522000	007001	10000	USD	650.00
2	00050	ACTUALS	1002 0	522000	007002	10000	USD	15,000.00
3	00050	ACTUALS	1002 0	522000	007003	10000	USD	1,200.00
4	00050	ACTUALS	1002 0	522000	007004	10000	USD	1,150.00
5	00050	ACTUALS	1002 0	201000			USD	-18,000.00

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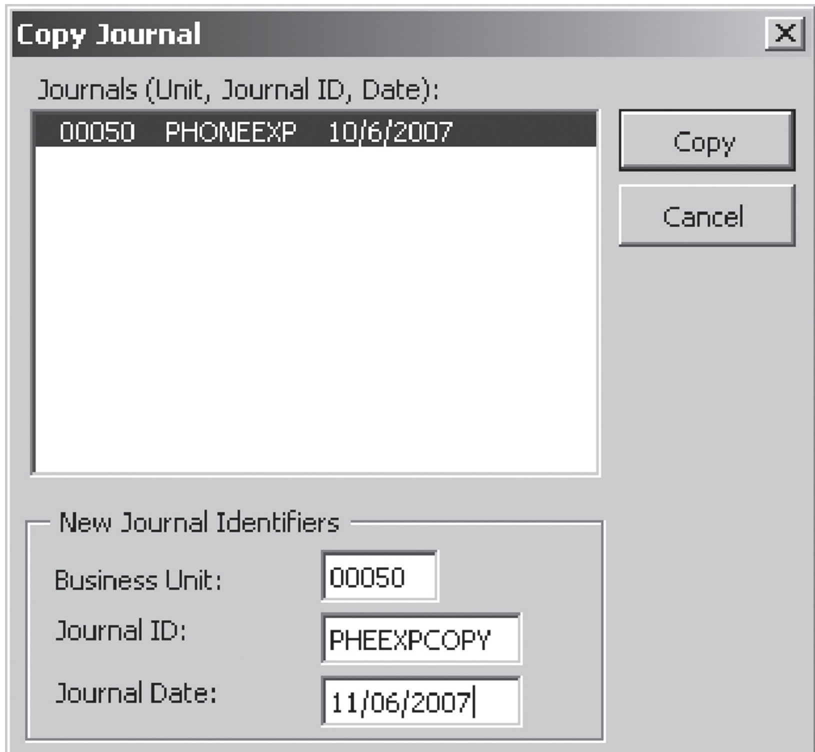
2 Save the worksheet using the [save] icon.

Copying Journals

Any journal in the worksheet can be copied. To perform the copy select the or press CTRL-Y, choose a journal from the list, and give the journal a new identifier.



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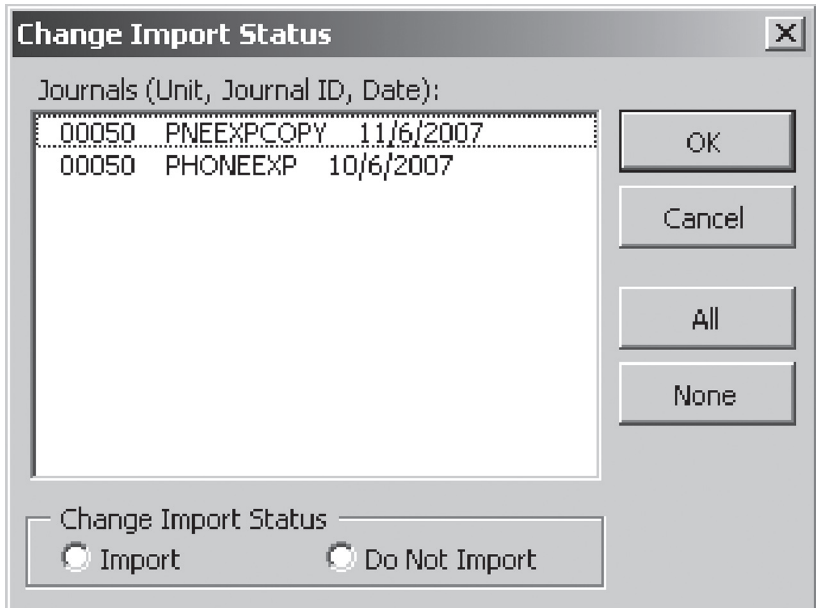
Changing the Status of Journals

The Status button allows the import status of all journals or selected journals on the current worksheet to be changed. Journals marked as *Do Not Import* will not be imported during the import process.



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Ensure Successful Import

- All journal lines contain a valid Ledger and Account.
- Non-statistical journal lines contain a valid currency.
- Headers contain a valid Business Unit and Ledger Group.
- Headers contain a valid UserID and Source.
- Dates are entered in a format that will be recognized by PeopleSoft. For example, only the following formats are all acceptable: 09/15/2000

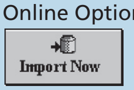
TIP

Remember to save work frequently. It is always a good idea to save before importing.

Importing Journal Worksheets

There are two ways to import journal sheets from the Excel workbook – Online and Batch:

Online Upload

Online Option 1 	From the Control Sheet, click the **Import Now** button in the Import Journals Group Box. Select the worksheet(s) that you want to import. The system will prompt for a UserID and password so that the import process can access the server.
Online Option 2 	From the Journal Sheet, click the **Import Now** button located in Row 2. The system only imports journals on the active sheet. Remember, it loads only journals that have import codes of *Import.* The system will prompt for a UserID and password so that the import process can access the database.

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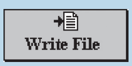
Batch Import Controls

	From the Control Sheet, click the **Write File** button in the Import Journals Group Box. The system will prompt the user to select the worksheet(s) to import and save them as an **.xml** file, which will be imported in a batch process.

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TIP

If a journal is imported that already exists, the system updates the header and lines, provided the journal header status is E, V, N or T (Error, Valid, Needs Editing or Journal Incomplete.) If journals are imported that have already been posted, an error will be displayed and the import will stop.

Online Journal Upload

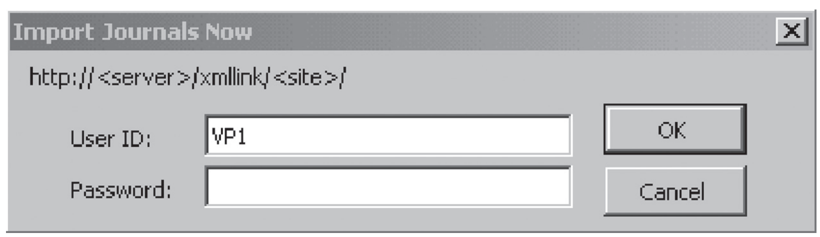
Guided Activity

1 Import EXPENSES worksheet.

2 The Excel spreadsheet should already be open and displayed on the screen. If the file has been closed out after it was saved (for whatever reason), you should find it under C:\PS890apps\Excel\[Your Name.xls]).

3 From the Journal Sheet :

4 Click 



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Do not attempt to do anything in Microsoft Excel until your hourglass is gone—indicating that the import has finished.

If no error messages were received, the journal is in the system, ready for editing and posting. (Look at the journal log: from the Window menu drop-down, jrnllog.)

Navigate through the browser to the Journal Entry component and look up the PHONEEXP for the journal imported.

Running a Query from a Browser

PS/Query is a powerful query tool from within the PeopleSoft Internet Architecture. Using the browser; queries can be defined, modified, run and even scheduled to be run on a regular basis.

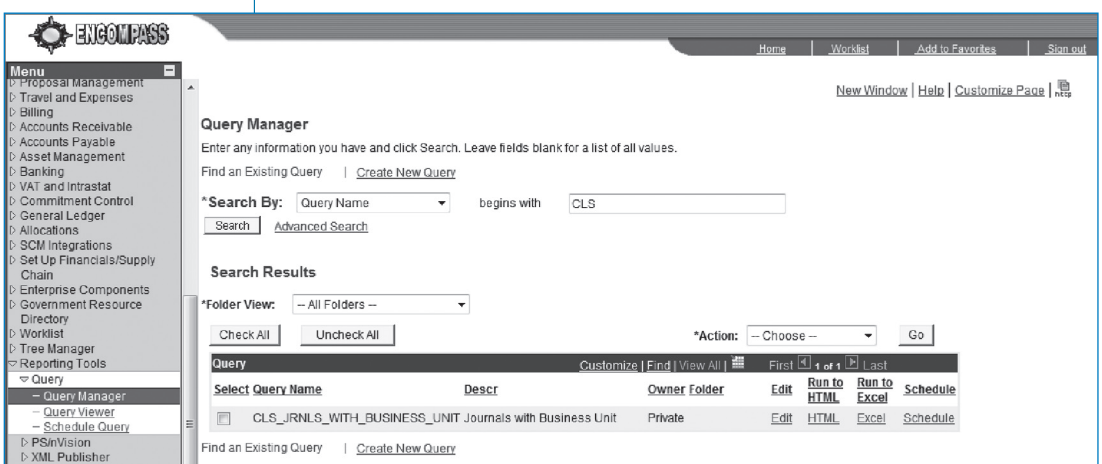
Please note that the regularly scheduled Alchemy reports are designed to reduce the number of queries run by individual users. Users should investigate Alchemy reports before using queries. In addition, if a user has an ongoing need, it is advisable to submit a request to the Financial Policy Group to consider creating a new scheduled report to fulfill the need.

The query viewer is the primary place to run and view queries. Upon searching for a query, you can choose to run the query immediately in the browser or to schedule it to be run at a later time (or predefined schedule).

Guided Activity

Let's view an existing query together:

1. Reporting Tools.
2. Click on Query.
3. Click on Query Manager.
4. In the Search By box enter a capital CLS.
5. Click Search.



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To view all queries, click Search with an empty search box.

Now select the HTML link from the search page for the CLS_JRNLS_WITH_BUSINESS_UNIT query.

Guided Activity

1. When prompted enter a Business Unit 00050.
2. When prompted enter a Date of Today's Date.
3. Select Search.
4. Select Run.

Business Unit:

Date:

View Results

	Unit	Journal ID	Date	Status	Line #	Fund	Account	Department	Program	Monetary Amount	Journal Line Description

GLSC 6.18

Business Unit: 00050

Date: 10/08/2007

View Results

Download results in : Excel SpreadSheet CSV Text File (3 kb)

View All

First 1-14 of 14 Last

	Unit	Journal ID	Date	Status	Line #	Fund	Account	Department	Program	Monetary Amount	Journal Line Description
1	00050	0000643078	10/08/2007	E	1	10020	522000	007001	10000	50.000	Local Telephone Service
2	00050	0000643078	10/08/2007	E	4	10020	110003			-50.000	InterUnit Cash
3	00050	0000643079	10/08/2007	V	1	10070	522000	007001	10000	-70.000	Local Telephone Service
4	00050	0000643079	10/08/2007	V	2	10040	522000	007001	10000	70.000	Local Telephone Service
5	00050	0000643079	10/08/2007	V	3	10070	F00006			70.000	Expenditure Hold
6	00050	0000643079	10/08/2007	V	4	10040	F00006			-70.000	Expenditure Hold
7	00050	0000643080	10/08/2007	N	1	10070	522000	007001	10000	-70.000	Local Telephone Service
8	00050	0000643080	10/08/2007	N	2	10040	522000	007001	10000	70.000	Local Telephone Service
9	00050	AP00643072	10/08/2007	P	1	10020	201000	000TND	10000	-1000.000	Accounts Payable
10	00050	AP00643072	10/08/2007	P	2	10020	540300	000TND	10000	1000.000	Expense Distribution
11	00050	AP00643077	10/08/2007	P	1	10090	110002	000TND	10000	-1000.000	Cash Distribution Clearing
12	00050	AP00643077	10/08/2007	P	2	10020	201000	000TND	10000	1000.000	Accounts Payable
13	00050	AP00643077	10/08/2007	P	3	10020	F00006			-1000.000	Expenditure Hold
14	00050	AP00643077	10/08/2007	P	4	10090	F00006			1000.000	Expenditure Hold

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Another browser will open with your query results.

In the grid format as shown, use the scroll navigation button (also referred to as chunking key) and scroll bar to view the individual rows or click on the VIEW ALL hyperlink to see all rows within the scroll bar. Once you've previewed a query, you have various options available to view the results.

You have the ability to download the results to an Excel spreadsheet.

Issue Date: 10/30/2007